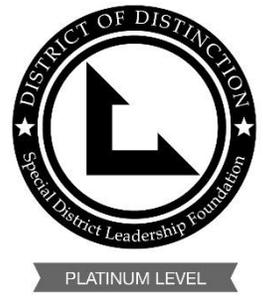




# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Platinum-Level of Governance**



President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, February 3, 2021  
3:30 P.M. - 4:30 P.M.**

## **NOTICE** **Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:**  
Toll-Free Dial-In Number: (866) 848-2216  
CONFERENCE ID **5193676302#**

Download Agenda Packet and Materials at [www.todb.ca.gov/](http://www.todb.ca.gov/)

### **Finance Committee Members**

*Bryon Gutow  
Kevin Graves*

#### **A. ROLL CALL**

1. Call business meeting to order 3:30 p.m.- By Kevin Graves
2. Roll Call – All present.

#### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None.

#### **C. DRAFT MINUTES TO BE APPROVED**

1. Approve DRAFT minutes of November 18, 2020 Special Finance Committee Meeting.  
Motion made by Committee Member Graves to approve items on the Consent Calendar as presented.  
Second by Committee Member Gutow.

#### **D. PRESENTATIONS**

1. Finance Update.  
Finance Manager Julie Carter updated the Committee with an updated Finance Report. Discussion between Finance Manager Julie Carter and the Committee included disbursement of monies and percentages of funds used so far in the fiscal year. She also provided the Committee with budget balances and projections of expenses for the rest of the fiscal year. She stated the Town is currently at 53% utilization of budgeted funds. This usage is on track for projected expenditures. Finance Manager Julie Carter advised the Committee that a Preliminary Finance Budget will be presented to the Board on April 7, 2021.

#### **E. DISCUSSION ITEMS**

1. Discussion Regarding Chair and Vice-Chair.

Decision to appoint Chair and Vice-Chair was settled between Board Members Kevin Graves and Bryon Gutow. Kevin Graves will be Chair and Bryon Gutow will be Vice-Chair.

2. Budget Review Process.

Finance Manager Julie Carter advised the Committee of the process for reviewing the Town's budgets. Two years are presented for outlook, however only the current year is adopted.

3. Possible Proposition 68 Competitive Grant Impacts.

Finance Manager Julie Carter informed the Committee of a Proposition 68 Competitive Grant requirement, to adopt a mandatory Resolution at the next Board of Director's Meeting. There is no financial impact unless the Grant is awarded and accepted. Finance Manger Carter explained some of the provisions.

Director Graves stated that the Committee would support that Resolution if it were needed.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**G. ADJOURNMENT**

1. Adjourned at 4:20 p.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."